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3 March 1952

MEMORANDUM FOR: Chief, Building Maintenance & Utilities Division
Chief, Real Estate and Construction Division
Chief, Transportation Division
Chief, Printing and Reproduction Division
Chief, Machine Records Branch
Chief, Records Management & Distribution Branch

SUBJECT: Preparation of History of CIA

1. In connection with the preparation of the history of the Central Intelligence Agency, it is requested that you prepare a report on the historical background of your particular division to include the development and metamorphosis that the activity has gone through since its transfer from the Strategic Services Unit, War Department, or some other Government agency to the Central Intelligence Group or to the Central Intelligence Agency, and/or its origin within CIG or CIA and any information pertinent thereto.

2. The history must be clear, concise, in chronological order of development, must contain accurate details and should be kept as brief as possible. This information should be submitted in final form in triplicate to this office not later than 17 March 1952.

/S/ [redacted] 25X1A9a

Chief, Administrative Service

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